Associated Students Incorporated
CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO

Gift Acceptance Policy
Approved and adopted per BD 80-20 | June 9, 2020

Purpose: Gifts are generally funds received from an individual, corporation or foundations that may come in a variety of forms. Gifts may come with or without restrictions or may designate a particular program or activity to which the funds or resources should be directed. A gift is an irrevocable transfer of money or property that arrives with no quid pro quo or expectation of return of service or product and no contractual requirement accompanying it.

Scope: This policy applies to all ASI personnel and the Board of Directors.

A. The Associated Students, Inc. (ASI) is authorized to accept gifts on behalf of the university should the gift be made to ASI directly.

B. In order to qualify as a gift, the item donated must have a related use to the mission of the Associated Students, Inc. The donor must have the intent to donate in order to be counted as a gift and receive donation credit.

C. All gifts, bequests, devises, and donations which are accepted must be used in accordance with restrictions specified by the donor. In the performance of these activities, the ASI shall adhere to the spirit as well as the letter of all applicable laws and regulations.

D. Prior to the acceptance of a gift, the Executive Director shall ensure compliance with federal, state and local regulations.

E. Gifts that exceed $5,000 must be approved in writing by the ASI Board of Directors. Gifts under $5,000 require a report be submitted to the Board of Directors.

F. Gifts that utilize the university name, logo or trademarks must be approved by the Office of University Advancement.

G. The ASI President, in collaboration with the Executive Director, has the right to refuse any gift.
    a. Gifts that are refused must be disclosed to the Board of Directors at the next available board meeting.